Draft Minutes  
Monday, August 20, 2012  
1:30 pm-3:30 pm  
PCR

Attendance  

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<thead>
<tr>
<th>Member</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Rebecca Tillberg</td>
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<td>Fran Leonard</td>
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<td>Adrienne Foster</td>
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<tr>
<td>Betsy Regalado</td>
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<td>Ken Takeda</td>
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<td>Bob Sprague</td>
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<tr>
<td>Nabil Abu-Ghazaleh</td>
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<td>Olga Shewfelt</td>
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<td>Abel Rodriguez</td>
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<td>Dionne Morrissette</td>
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<td>Maureen O’Brien</td>
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Guests: Mary-Jo Apigo, Celena Alcala, Judith Ann Friedman

1. Approve Minutes, June 25, 2012. The Minutes were approved as submitted.

2. Approve Agenda, 8/20/12. The agenda was approved.

President Nabil Abu-Ghazaleh spoke to the committee re: recommendations from the Accreditation Commission Report. He addressed the committee on the need to examine the structure of the Planning Committee and its functions. Actually do the planning here – what resource allocations might be merged – flow still remains the same – has to go to budget for resource allocations – CC gets recommendations and reviews those and goes to Nabil – not had that dialogue – how we are tying the priorities of resource requests with the data that leads to planning implementation.

There was discussion about West’s master plans. All of West’s master plans need to be enriched with environmental scanning.

- Educational Master Plan has measurable outcomes but needs to be refined.
- West needs to develop a full facilities master plan.
- West has the SEIR master plan which is not a complete facilities master plan. Need to do a lot of data driven research.
- Detailed educational and facilities master plans should emerge.
Vision priorities are where we put our energies and resources. Let the data drive us to conclude what really is critically needed. The technology master plan will need to be revisited.

Draft Facilities Master Plan (SEIR) 2004. A Facilities work group has been formed and is working on this. More columns will be added to add benchmarks along the way to be able to assess how the college is doing.

One part of the planning agenda needs to be monitoring, scheduling, clarifying, framing, and the other side would be writing and plans. In between framing the questions, do we have an integrated master plan on top of these or do we keep it separate?

- Identify measurable goals
- Set goals – set a baseline – five years from now, incrementally how we are going to get there.

President Nabil Abu-Ghazaleh is asking the Chancellor for a consultant to walk the college through with examples and critique how the process needs to run to be responsive to the master plans. The Planning Committee will have a primary role in the allocation of resources.

One member addressed the minutes of 6/25/12 regarding Program Viability statement that there is no process outside of academic programs that are subject to reduction. Would you not have reduction in face-to-face areas as opposed to online classes where service is still being provided? Senate President stated there has to be a process other than academic programs where the same level of service has to be maintained in Student Services and Administrative Services. There have been cuts in Student Services that have been categorical as well as in other places. There was discussion of having a program review viability policy fall under Academic Senate where the Senate might have more of a stake in a primary role in Student Services than Administrative Services. The Senate is working on how we define a program at West and this will be brought back to the table.

4. Proposal to Combine Planning Committee and Program Review Committee.

A member of Planning Committee made a motion to merge Planning Committee with Program Review Committee with the adjustment of the membership of the College Council Chair. The motion was seconded and passed. The new proposal for merging the Planning Committee and Program Review Committee was passed by consensus.

The committee discussed and recommended that the new name of the committee be the Institutional Effectiveness Committee.
Recommendation: Planning Committee recommended that College Council approve the proposal for merging the Planning Committee and Program Review Committee with the adjustment of the membership of the College Council Chair and that the new name of the committee be named the Institutional Effectiveness Committee. This will be brought to the next meeting of College Council on September 6, 2012.

Program Review

1. Program Review Organizational Structure

There will be a program review of the Student Services Division for cross validation and a program review of the Academic Affairs division for cross validation. The committee will make a list of units and divisions that will participate in this along with the individuals who will be on the validation groups that need to be identified outside of this meeting to form an ad hoc committee.

- Math and Language Arts, Computer Science, Allied Health, Counseling, Matriculation and Assessment will be core groups for the pilot
- Still need validation working group
- Develop criteria for program review
- Include in program review budget and expenditures for each unit so each department can see their budget and expenditures. What would be the impact of a 10% budget reduction on your division?
- Need prioritization rubric

5. Update Governance and Planning Handbook. Rebecca stated to the committee that this needs to be updated.

The meeting was adjourned at 3:30 p.m.